



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

## **CAREER EXECUTIVE ASSIGNMENT, Level 1**

### **EXAMINATION ANNOUNCEMENT**

#### **ASSISTANT DEPUTY DIRECTOR, ACCOUNTING AND FISCAL SYSTEMS**

**Salary Range: \$6,173 - \$7,838**

**Final Filing Date: December 28, 2011**

#### **POSITION DESCRIPTION**

Under the general direction of the Deputy Director of Administration, the Assistant Deputy Director of Accounting and Fiscal Systems is responsible for the Accounting and Fiscal Systems Offices at Headquarters, five State Hospitals, two Psychiatric Programs, and one Psychiatric Program scheduled to open in Stockton in 2013; develops and implements policies, procedures, and programs affecting Administrative Services; plans, directs, and organizes the work of staff within Accounting and Fiscal Systems; and may act for the Deputy Director in his/her absence.

#### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

**Either I**

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

### **KNOWLEDGE OF**

The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

### **ABILITY TO**

Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators on a wide range of administrative matters both in headquarters and in the hospitals/psychiatric facilities, using effective communication, teamwork and initiative; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

The knowledge and abilities above are expected to be obtained from the following kinds of experience: broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in state service, other government settings or in a private organization).

### **DESIRABLE QUALIFICATIONS**

1. Education, certification, and training that relates to Accounting and Fiscal Systems.
2. Knowledge and experience in managing the entire accounting function in a state hospital or psychiatric program, or medium to large department or program.
3. Demonstrated ability to communicate complex, technical accounting and fiscal information, both orally and in writing, in a way that is understood by stakeholders, control agency staff, executive management, and program staff who are from non-technical backgrounds.
4. Demonstrated leadership in identifying and resolving administrative problems, through individual analysis and work, peer collaboration, and managing the work of multidisciplinary teams through the information gathering, analysis, and recommendation phases.
5. Demonstrated knowledge and experience in developing cooperative, collaborative relationships with internal fiscal and program staff at all levels of the organization, and external representatives at all levels and branches of government as well as the public.
6. Demonstrated knowledge and experience using management techniques that motivate staff to place a high value on customer service, collaboration, and teamwork.
7. Knowledge and experience in upholding principles and practices of personnel management and equal opportunity objectives.

### **EXAMINATION INFORMATION**

1. The examination process will consist of an evaluation of the candidate's application, resume, and Statement of Qualifications. The Statement of Qualifications must identify the applicant's experience, education, certification, and training in his/her response to the above noted "Desirable Qualifications."
2. The screening committee will independently rate each applicant's qualifications, experience and education for the position against specific job-related evaluation criteria developed from the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications.

3. The Statement of Qualifications must indicate your total years of experience (and civil service classification, if applicable) performing each of the desirable qualifications.
4. The Statement of Qualifications must follow these guidelines:
  - a) Responses must be typewritten or generated by word processing on 8 ½" x 11" paper, using no smaller than a 12 point font.
  - b) Answer each numbered item separately indicating the corresponding item number for each response.
  - c) Responses are to be complete, specific, clear, and concise.
5. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.
6. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Assistant Deputy Director, Accounting and Fiscal Systems, with the Department of Mental Health. The list will be used to fill the Assistant Deputy Director, Accounting and Fiscal Systems position at the Department of Mental Health.

#### **FILING INSTRUCTION**

1. Submit a Standard State Application (Form 678), resume, separate "Statement of Qualifications," writing sample, and three references.
2. The Statement of Qualifications must consist of a description (outlined, narrative, or bullet points) of the applicant's experience, education, certification, and training in relationship to the minimum qualifications and desirable qualifications for the position.
3. The Statement of Qualifications serves as documentation in responding to the Desirable Qualifications, and should be typed and **no more than four (4) pages in length with the font size 12.**
4. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
5. Resumes do not take the place of the Statement of Qualifications.
6. The writing sample should reflect the applicant's original writing with minimal revision.
7. All application materials (Standard State Application, Resume, Statement of Qualifications and References) **must be received by the Department of Mental Health Office by 5:00 PM on the final filing date.** Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 PM on the final filing date will not be accepted.
8. All interested applicants may submit the State Application, Resume, and Statement of Qualifications to:

**Department of Mental Health  
Personnel Section - Attention: Shuet Tang  
1600 9th Street, Room 121  
Sacramento, CA 95814  
(916) 654-2604**

#### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.